

Administrative Secretary - School

Purpose Statement

The job of Administrative Secretary - School is done for the purpose/s of providing secretarial and administrative support to the school-site principal and other administrators; coordinating projects and site activities; conveying information regarding school functions and procedures; ensuring efficient operation of support functions and other administrative personnel. .

Essential Functions

- Assists Principal with detailed student scheduling functions (e.g. student placement and changes, etc.) for the purpose of providing efficient student placements, tracking student safety, attendance, and data achievement.
- Collaborates with a variety of outside agencies (e.g. police, Child Protective Services, Welfare, etc.) for the purpose of supporting students' needs.
- Communicate with internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Coordinates a variety of programs and/or activities (e.g. meetings, building in-service day activities, workshops, travel and accommodations, extra programs, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in compliance with established guidelines.
- Diffuses potentially hazardous situations within the school site for the purpose of taking action and/or directing to appropriate personnel for resolution.
- Maintains office equipment (e.g. copier, phone system, instructional equipment, etc.) for the purpose of ensuring all equipment is in good working condition and used appropriately.
- Maintains documents, files, records and inventories (e.g. administrative records, maintenance requests, building keys, office procedures, all forms, building personnel records, substitute attendance, student files, supplies, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors assigned school site activities and/or program components (e.g. classroom coverage if substitutes are not available, special projects, processing and approval of account balance, etc.) for the purpose of coordinating activities, ensuring compliance with established financial, legal and/or administrative requirements and/or ensuring the safety and welfare of students.
- Orients new site personnel (e.g. substitutes and staff as required) regarding appropriate school and district practices (e.g. keys, folders, directions, building procedures, etc.) for the purpose of effectively assimilating new personnel into site operations.
- Oversees office staff, student assistants, volunteers, etc. (e.g. assigning and reviewing work, monitoring time, etc.) for the purpose of meeting work demands in compliance with district procedures.
- Prepares a wide variety of written materials (e.g. schedules, budgets, reports, memos, letters, handbooks, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. travel leave, building employees' time sheets, forms, daily attendance, calendars, purchase orders, etc.) for the purpose of disseminating information to appropriate parties for action.

- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; performing basic bookkeeping and record keeping; Bilingual in English/Spanish preferred.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office methods and practices; business telephone etiquette; multiple period student scheduling preferred.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; being attentive to detail; adapting to changing work priorities; displaying patience and a sense of humor.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 45% sitting, 30% walking, and 25% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

First Aid/CPR

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

IVP Fingerprint Clearance Card Required,
Measles/Rubella Immunity/Vaccination
Valid form I-9

FLSA Status

Non Exempt

Approval Date

Salary Grade

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